

DATE: 10/14/2009

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00095840
SOLICITATION #B2009000251

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

VENDOR:

BUYER: S. Vasquez

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 11/17/2009 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. THIS BID PACKAGE MUST BE RETURNED IN ITS ENTIRETY.

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH will accept one bid only from each vendor. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$20,000.00 and the bidder is an agency, corporation, partnership, or other legal entity, the president, vice-president, secretary/treasurer, or an authorized agent, shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership, or other legal entity shall be attached to the proposal.

AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

Visit our website at WWW.JEFFPARISH.NET/BIDS

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

JEFFERSON PARISH requires a firm price. Quoted price will remain firm until _____

PRICES: Jefferson Parish is exempt from paying sales tax under LSA-RS 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. If a contractor is to act as Purchasing Agent for tax-exempt purposes, the Parish shall specifically state so within this bid specification. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 105529 or 105530 dated 5/17/06. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

POSTING OF BIDS: Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. Failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).
2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana state contractor's license may be required in accordance with LSA-R.S. 37:2150 et seq.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. Performance bond shall be supplied at the signing of the contract.
8. Please indicate if you have insurance: YES _____ NO _____
Successful bidder will be required to furnish proof of insurance to this office.
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet.
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid.
11. Affidavit required to be submitted with bids on all solicitations for construction, alteration or demolition of public building or project. (LSA-R.S. 38:2224)
12. This is a requirements contract to be provided on an as needed basis.
13. All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

14. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.
15. Vendor will be required to submit to the chief buyer of the JEFFERSON PARISH Purchasing Department a quarterly usage report by item of all items listed on this proposal.
16. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME:

SIGNATURE:

(Must be signed here)

TITLE:

PRINT OR TYPE NAME:

ADDRESS:

CITY, STATE:

ZIP:

TELEPHONE:

()

FAX:

()

EMAIL ADDRESS:

TOTAL PRICE OF ALL BID ITEMS: \$ _____

THIS BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY/FIRM FOR BID TO BE VALID. BID PACKAGE, INCLUDING INSTRUCTIONS AND SPECIFICATIONS, MUST BE RETURNED IN ITS ENTIRETY FOR BID TO BE VALID. SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the bid number and bid opening date indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00095840

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>A TWO YEAR CONTRACT FOR LANDSCAPING SERVICES AT FOURTEEN (14) LIBRARY BUILDINGS LOCATED ON THE EASTBANK AND WESTBANK OF JEFFERSON PARISH FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT AS PER THE ATTACHED SPECIFICATIONS</p> <p>*****</p> <p>A PRE-BID CONFERENCE will be held at 9:00 A.M. on TUESDAY, NOVEMBER 3, 2009 EASTBANK REGIONAL LIBRARY 4747 W. NAPOLEON AVENUE METAIRIE, LA 70001 MEETING ROOM "A" *****</p>		
1	40	EA	<p>0010 - Provide separate pricing per visit/cut for landscaping services at the following location:</p> <p>Eastbank Regional Library 4747 West Napoleon Avenue Metairie, Louisiana 70001</p> <p>(To include area behind the loading dock at the library)</p>		
2	40	EA	<p>0020 - Provide separate pricing per visit/cut for landscaping services at the following location:</p> <p>Harahan Library 219 Soniat Avenue Harahan, Louisiana 70123</p>		
3	40	EA	<p>0030 - Provide separate pricing per visit/cut for landscaping services at the following location:</p> <p>Lakeshore Library 1000 West Esplanade Avenue Metairie, Louisiana 70005</p>		
4	40	EA	<p>0040 - Provide separate pricing per visit/cut for landscaping services at the following location:</p> <p>Metairie Library 2350 Metairie Road Metairie, Louisiana 70001</p>		
5	40	EA	<p>0050 - Provide separate pricing per visit/cut for landscaping</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00095840

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	40	EA	services at the following location; North Kenner Library 630 West Esplanade Avenue Kenner, Louisiana 70065		
			0060 - Provide separate pricing per visit/cut for landscaping		
7	40	EA	services at the following location; Rosedale Library 4036 Jefferson Highway Jefferson, Louisiana 70121		
			0070 - Provide separate pricing per visit/cut for landscaping		
8	40	EA	services at the following location: Wagner Library 6646 Riverside Drive Metairie, Louisiana 70003		
			0080 - Provide separate pricing per visit/cut for landscaping		
9	40	EA	services at the following location: Riverside Building 6640 Riverside Drive Metairie, Louisiana 70003		
			0090 - Provide separate pricing per visit/cut for landscaping		
10	40	EA	services at the following location; Jane OBrien Chatelain Westbank Regional Library 2751 Manhattan Blvd. Harvey, Louisiana 70058		
			0100 - Provide separate pricing per visit/cut for landscaping		
11	40	EA	services at the following location; Belle Terre Library 5550 Belle Terre Road Marrero, Louisiana 70072		
			0110 - Provide separate pricing per visit/cut for landscaping		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00095840

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	40	EA	services at the following location; Live Oak Library 125 Acadia Drive Waggamann, Louisiana 70094		
			0120 - Provide separate pricing per visit/cut for landscaping		
13	40	EA	services at the following location; Terrytown Library 680 Heritage Avenue Terrytown, Louisiana 70056		
			0130 - Provide separate pricing per visit/cut for landscaping		
14	40	EA	services at the following location: Westwego Library 635 Fourth Street Westwego, Louisiana 70094		
			0140 - Provide separate pricing per visit/cut for landscaping services at the following location; Gretna Library 102 Willow Drive Gretna, Louisiana 70053		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

 INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
 INCORPORATED, DULY NOTICED AND HELD ON _____,
 A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
 WAS:

RESOLVED. THAT _____, BE AND IS HEREBY
 APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
 FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
 BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
 AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
 DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
 EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
 CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL
 PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF
 ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
 APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT
 PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
 A TRUE AND CORRECT COPY OF AN
 EXCERPT OF THE MINUTES OF THE
 ABOVE DATED MEETING OF THE BOARD
 OF DIRECTORS OF SAID CORPORATION,
 AND THE SAME HAS NOT BEEN
 REVOKED OR RESCINDED.

SECRETARY-TREASURER

DATE

A F F I D A V I T

STATE OF LOUISIANA
PARISH OF JEFFERSON

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED _____, WHO AFTER BEING BY ME DULY SWORN, DEPOSED AND SAID THAT HE IS THE FULLY AUTHORIZED _____ OF _____ (HEREIN AFTER REFERRED TO AS BIDDER) THE PARTY WHO SUBMITTED A BID FOR _____, BID NO. _____ AND SAID AFFIANT FURTHER SAID:

- 1) That bidder employed no person, corporation, firm, association or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the bidder whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for bidder; and
- 2) That no part of the contract price received by bidder was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the bidder whose services in connection with the construction of the public building or project were in the regular course of their duties for bidder.
- 3) Said bid is genuine and the bidder has not colluded, conspired or agreed directly or indirectly with any other bidder to offer a sham or collusive bid.
- 4) Said bidder has not in any manner, directly or indirectly, agreed with any other person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to induce any other person to refrain from bidding.
- 5) Said bidder is not intended to secure an unfair advantage of benefit from the Parish of Jefferson or in favor of any person interested in the proposed contract.

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____
DAY OF _____, 20____

NOTARY PUBLIC

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 105529 or No. 105530 dated 05/17/2006.

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 105529 or No. 105530.

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible be borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

SPECIFICATIONS

We extend this proposal to cover all labor, materials, and equipment necessary to provide a two (2) year contract for landscaping services at fourteen (14) library buildings located on the east and west bank of Jefferson Parish for the Jefferson Parish Library Department.

The contract will be for a period of two (2) years.

Section 1.0 Pre-Bid Conference:

All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of the responsibility for information discussed at the conference. This conference is to inspect the sites with the Owner's representative, to allow for questions to be asked, for clarifications, etc. Failure to attend this pre-bid may not necessarily allow further inspection of the Library sites at a later date. (Inspection of the Library sites will take place on the same day as the pre-bid conference).

The Pre-Bid conference and inspection, does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the Contract, in accordance with the written specifications without any additional costs to the Owner.

The person to contact concerning this bid is John Shaddinger, Library Landscape Supervisor. He can be reached at 838-1100 between the hours of 8:00 am and 3:00 pm; Monday through Friday.

A Pre-Bid Conference and Inspection of the East and West bank locations will be held as per the following:

Date: Tuesday, November 3, 2009
Time: 9:00 a.m.
Location: Eastbank Regional Library
4747 W. Napoleon Avenue
Metairie, Louisiana 70001
Meeting Room A

Section 2.0 Scope

We extend this proposal to cover the furnishing of labor, materials, supplies, and equipment necessary to provide grass cutting and landscape maintenance forty (40) times each year.

This contract will be for a period of two (2) years.

The following Library locations will be included in this bid:

Eastbank Locations (eight locations)

Eastbank Regional Library
4747 W. Napoleon Avenue
Metairie, Louisiana 70001

Harahan Library
219 Soniat Avenue
Harahan, Louisiana 70123

Lakeshore Library
1000 West Esplanade Avenue
Metairie, Louisiana 70001

Old Metairie Library
2350 Metairie Road
Metairie, Louisiana 70001

North Kenner Library
630 West Esplanade Avenue
Kenner, Louisiana 70065

Rosedale Library
4036 Jefferson Highway
Jefferson, Louisiana 70121

Wagner Library
6646 Riverside Drive
Metairie, Louisiana 70003

Riverside Building
6640 Riverside Drive
Metairie, Louisiana 70003

Westbank Locations (six locations)

Jane O'Brien Chatelain Westbank Regional Library
2751 Manhattan Blvd.
Harvey, Louisiana 70058

Belle Terre Library
5550 Belle Terre Road
Marrero, Louisiana 70072

Live Oak Library
125 Acadia Drive
Waggaman, Louisiana 70094

Terrytown Library
680 Heritage Avenue
Terrytown, Louisiana 70056

Edith S. Lawson Library in Westwego
635 Fourth Street
Westwego, Louisiana 70094

Gretna Library
102 Willow Drive
Gretna, Louisiana 70053

Section 2.1 Library Locations Not Included In This Bid

Grand Isle Library
Lafitte Library
e-Branch

Section 3.0 Quantities/Inspections:

Bidders must inspect the sites and perform their own measurements and surveys to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this contract.

The person to contact concerning this bid is John Shaddinger, Library Landscape Supervisor. He can be reached at 838-1100 between the hours of 8:00 am and 3:00 pm; Monday through Friday.

Section 4.0 Bid Specifications:

The successful bidder shall furnish all labor, materials, supplies and equipment necessary to provide grass cutting, lawn/landscape maintenance.

The Library Department reserves the right to accept any or all locations' bids if within budgeted allowances for Library landscaping, whichever is in the Parish's best interest.

Section 5.0 Turf Maintenance Frequency:

The grass/turf cutting and trimming around buildings, beds, plantings, curbs, sidewalks, poles, signs and landscape maintenance shall be provided to Library property/site, including areas weekly from April through October. Less frequently; three (3) times in March and November, and two (2) times in December, January, February. (March/November – 1st, 3rd, & 4th week) (December/January/February – 2nd & 4th week)

Section 5.1 Turf Maintenance Management:

Lawn Services will include mowing of all lawn areas, edging of all sidewalks and curbs, weed-eating along all buildings, fences, and poles, air-blowing, raking and removing all clippings from parking lots, driveways, sidewalks, and street curbs.

THESE SERVICES WILL BE PERFORMED AT EACH VISIT TO THE LIBRARY BUILDINGS.

Grass clippings, litter, cigarette butts, and debris shall not be blown into rain-drains or permitted to remain on hard surfaces to eventually wash into rain-drains.

Care must be taken to not air-blow or discharge grass trimmings onto parked vehicles in the vicinity of lawn services. Care and caution must be taken to not create ruts and trenching during extended periods of rain.

On Library sites where dumpsters exist, Library clippings, branches, debris, etc. may be put into the Library dumpster.

Proper care will be taken to regulate the mowing height to promote effective root growth to the existing turf. Appropriate attention will be given to minimize runs and matting to ensure the turf areas are kept in the best possible conditions.

Section 5.2 Proper Equipment:

Walk behind 21" mowers on any grass section less than 225 SQ FT or a width and/or length of less than 60".

Walk behind 21" mowers on any turf 36" from any fencing.

Stick type edgers on all drives, sidewalks, or curb edging.

All mowing machines will be equipped with mulch type blades and covers or a bagging system. No open discharge mowers are allowed.

Section 5.3

A written receipt for all services must be signed by the Library Manager or the designee, upon completion of any and all visits/services. This receipt will reflect: grass cutting, shrubbery trimming, prunings, landscaping activities, plantings, mulchings, weedings, chemical applications, etc.

If no one is available to sign receipt, Contractor will email the time/date completion sheet to:

John Shaddinger – Landscape Supervisor
jshaddinger@jefferson.lib.la.us

The Contractor will also email a daily sheet listing of all property completions and services provided to:

John Shaddinger – Landscape Supervisor
jshaddinger@jefferson.lib.la.us

All landscaping shall be maintained reasonably free of fire ants, sugar ants, ant mounds or beds, and timely fertilization of turf utilizing water soluble synthetic, inorganic fast release, for quick-turn response, and slow release for longer residual turn response.

Section 5.4 Maintain All Lawn Areas as follows:

Mower height approximate:

St. Augustine lawn: 1.5" – 2.5"

Centipede lawn: 1" – 2"

Bermuda lawn: 1" – 1.5", or as recommended by the Louisiana Department of Agriculture

Fertilize all lawn areas in March with Hi-Yield Premium Lawn Fertilizer 15-5-10 (or approved equal) 20 lbs. per 5,000 square feet. (See Section 5.3)

Apply Hi-Yield Ant Bait containing Logic (or approved equal) as needed to control fire ants.

Turf/Lawn areas shall be maintained reasonably free from weeds, and may be chemically treated for weed control; however care must be exercised to minimize chemical kill and run-off. Lawn areas, shrub beds, flower beds, and other plant beds shall be treated four (4) times per year with emergents in mid-January, mid-March, mid-July, and mid-October.

Section 6.0 Horticultural Service:

Horticultural services will include maintaining all flower bed areas free from weeds, maintaining all shrubbery, bushes, ground-cover to an acceptable Industry/Library standard. Included will be trimming one inch (1") caliper tree limbs below eight feet (8'), pruning and trimming of trees, shrubs, and ground cover will be performed in an effort to maintain the natural and most desirable shape of the plant species, as needed to maintain natural shape, reflect a clean, natural, and neat appearance. Treating all flower beds with EPA approved chemicals for weed control, and included in this contract will be the maintenance of all Library courtyards, and all planted areas, including courtyards and flower beds.

An employee holding the appropriate license must be on site whenever horticultural or chemical services are performed. Appropriate licensing determinations are set according to Louisiana Department of Agriculture and Forestry (Phone Number 225-952-8100).

The contractor will weed beds on every 4th visit and shape/prune trees, shrubs and bushes every 11th visit. The contractor will state on the completion sheet when this service has been done.

Insecticides and disease control of existing trees and plants shall be done four (4) times per year; in mid-January, mid-March, mid-July, and mid-October.

Fertilize trees with Tree Food Stakes 17-7-6 (or approved equal) in March using three stakes per two inches of tree caliper.

Report any tree pruning that may be need for public safety or wire lines safety, on trees over 15' tall to the Landscape Supervisor at jshaddinger@jefferson.lib.la.us .

The removal of any severely damaged or dead trees is not included in this contract.

Section 6.1

Chemical weed control may be used; however caution must be exercised to protect the public, the property, and the environment. Alternate chemicals to maximize effect. Fertilization of all existing trees shall be done once a year, in mid-March. Only chemicals approved by the Environmental Protection Agency and considered the safest and most effective for the specific task may be used in this contract.

Contractor will furnish the Eastbank Regional Library (the main office) with a ringed binder containing full Material Safety Data Sheets for all products used at the Library department properties. These MSDA sheets will be kept updated and current with all products used at the Library Properties throughout this contract.

Section 7.0 Cutting/Work Hours: Regional Libraries

The work that is to be performed shall be scheduled in advance, and shall be performed during normal working hours. The normal working hours are 6:00 am and 4:00 pm. Care should be taken to ensure the cutting/work in court yards are done as quietly as possible, and without tracking dirt or trimmings onto carpeted areas, or tiled areas. Negligent performance in this area will result in additional cleaning of carpet/tile. Cost of cleaning will be at the Landscaping Contractor's expense.

Section 7.1 Cutting/Work Hours: Library Branches and Buildings

Library Branches/Buildings, because of the close proximity to homes in the immediate areas, will not begin before 7:30 am and should be completed by 4:00 pm, Monday through Friday. Care should be taken to ensure that cutting/work in court yards are done as quietly as possible, and without tracking dirt or trimmings onto carpeted areas or tiled areas. Negligent performance

in this area will result in additional cleaning of carpet/tile. Cost of cleaning will be at the Landscaping Contractor's expense.

Section 7.2

Saturdays' cutting/work performances may possibly be approved at the two (2) Regional Libraries, after a proven Contractor performance satisfaction has been established with the Library Department, if in the best interest of the Jefferson Parish Library Department.

Section 8.0 Quality Control:

Services will be performed on the same day(s) each week, weather permitting. In the event of inclement weather or holidays, services will be rescheduled and performed the next day. If the services are not provided on the next available day, the Library Landscape Supervisor will be notified of delays, reasons for delays, and resolutions.

In efforts to provide the highest quality of services and maximum visual impact, the Contractor's crew representative will meet with the Library's representative during each visit, and a cutting/receipt will be signed by the Library (See Section 5.3). All services shall be performed in a professional and timely manner.

Inspection/Discovery of unsatisfactory cuttings and/or performances will be discussed with the Contractor, his staff and the Library Landscape Supervisor or his designee, if or when required. The Contractor will be given adequate time to correct the unsatisfactory conditions within Industry Standards and/or degree on non-conformance to the Library specifications and contract.

The Library will supply documentation to prove present unsatisfactory and/or repeated unsatisfactory workmanship, documentation of supervisor visits, requests for additional supervisor visits and previous agreements and resolutions, photographs, etc.

Section 9.0 Safety Precautions:

Safety must be exercised at all times to safeguard the welfare and safety of the Library patron, the general public, the employees of Jefferson Parish, and the Library. Job site must remain clean and without excessive litter and debris, without obstructions to walkways, driveways, and the parking lot. These areas must remain unobstructed and free for ingress and egress, and pedestrian safety.

If a contractor should damage or destroy any part of a building, vehicle, glass, wall, parking lot curb, sprinkler heads, fence, tree, or pole, the contractor shall be required to replace and/or restore such item to its original condition, with the same type of material, finish, and workmanship. The contractor will be responsible for any and all damages caused by the contractors' lawn equipment, and for the equipment itself.

Contractor must consider the security and integrity of the Library Buildings and Grounds, before, during, and after contractor services. Buildings, Grounds, and Equipment must be protected and

secured to the satisfaction of the Library Department, and Industry Standards. The Contractor will provide trained personnel to perform all duties of this Contract. Contractor's personnel will conduct themselves in a professional, courteous manner, and be neat in appearance while employees are on the Library properties.

Section 10.0 Qualifications:

The Contractor must have a Louisiana Landscape Contractors' License, a Horticulture License, Chemical Applicator License, Jefferson Parish Licenses, and a Louisiana State Contractors License with a Specialty in Landscaping, Grading and Beautification. Contractor must furnish a copy of current licenses, certifications and insurance upon request. Contractor must maintain all licenses and certifications during the course of this contract.

The Contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. Contractor shall be responsible for payment of permits, licenses, and certifications, etc., and costs of keeping all-current during this Contract period.

Section 10.1

Bidder must have successfully performed contracts of commercial properties of similar size and scope within the last three (3) years. The contractor shall provide at least three (3) references listing buildings, management companies, addresses/locations, primary office addresses, and telephone numbers, including the name of the Owner and/or General Manager. These references will be examples of same quality expected. Contractor shall be an established business, specializing in the landscaping field.

Section 10.2

The Library reserves the right to delete landscape footage to be serviced at any time due to vacancies, openings, closings, personnel reassignments, etc. for that month or months. A thirty (30) day notice will be given prior to the reduction of required services.

Section 11.0 Performance Bond:

A Performance Bond in the amount of 50% of the total bid price is required.